



## **VISION Expense Access Request Form Guide**

This guide walks you through steps for Entering and Updating the VISION Operator Access Request Form. This form is used to grant access to the VISION Expense module and determines the security level around that access (ie: User, Expense Coordinator, Approver).

**State of Vermont**  
**Department of Finance & Management**  
**May 2019**

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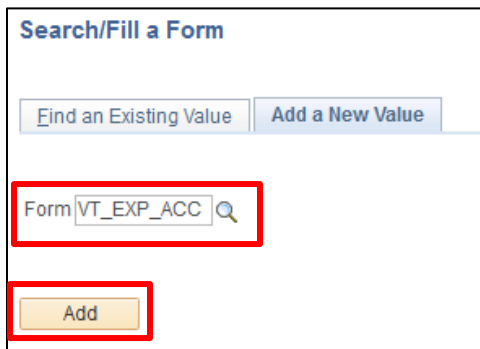
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## Completing the VISION Expense Access Request Form

**WorkCenter navigation:** Expense Coordinator WorkCenter > Links pagelet > Other Links > VISION Expense Access Request

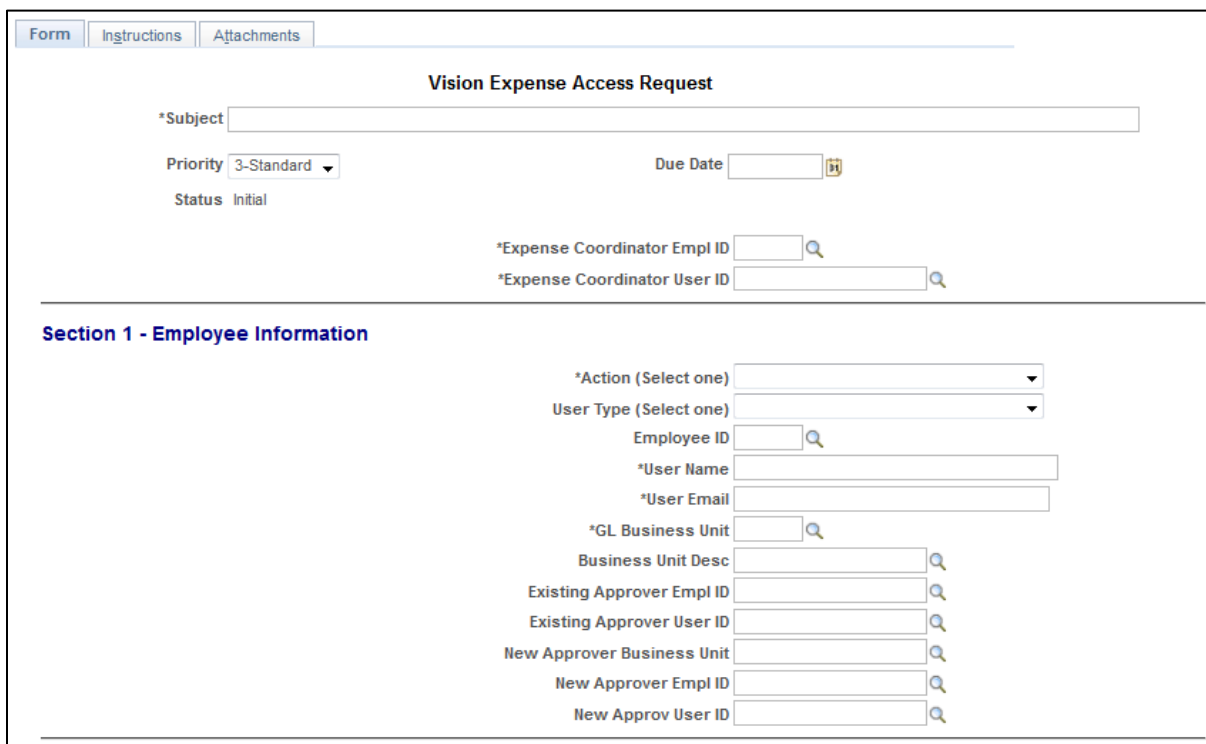
**Navigator menu navigation:** Travel and Expenses > Manage Expenses Security > Expense Access Form > VISION Expense Access Request

The **Search/Fill a Form** page displays, click on the **Add a New Value** tab:



1. **Form** - Select VT\_EX\_ACC – Vision Expense Access Request using the look up feature
2. Click **Add**

The **Vision Expense Access Request Form** displays:



It is **VERY IMPORTANT** to fill in this form from top to bottom, going back or not following the order could result in inaccurate data.

## Top Section

**NOTE: All fields marked with an asterisk (\*) are required.**

The screenshot shows the top section of a web form titled "Vision Expense Access Request". At the top are three tabs: "Form", "Instructions", and "Attachments". The form contains several fields with red circular callouts numbered 3 through 8. Callout 3 points to the "\*Subject" text input field. Callout 4 points to the "Priority" dropdown menu, which is currently set to "3-Standard". Callout 5 points to the "Due Date" text input field with a calendar icon. Callout 6 points to the "Status" dropdown menu, which is currently set to "Initial". Callout 7 points to the "\*Expense Coordinator Empl ID" text input field with a magnifying glass icon. Callout 8 points to the "\*Expense Coordinator User ID" text input field with a magnifying glass icon.

3. **Subject** - Enter the reason/description for this request (Ex: John Smith, 12345 new access)
4. **Priority** – Accept default. **Note: Changing the status will not change the standard processing time which can run anywhere from same day to five business days**
5. **Due Date** - Enter date that the request is being submitted. **Note: Dates will not affect processing time**
6. **Status** – Defaults, this will indicate the status the form is in for the process
7. **Expense Coordinator EMPLID** - Employee ID number
8. **Expense Coordinator Name** - Will default when the magnifying glass is selected based on Exp. Coordinator EMPLID

## Section 1- Employee Information

**Section 1 - Employee Information**

*Action (Select one)	<input type="text"/>
User Type (Select one)	<input type="text"/>
Employee ID	<input type="text"/>
*User Name	<input type="text"/>
*User Email	<input type="text"/>
*GL Business Unit	<input type="text"/>
Business Unit Desc	<input type="text"/>
Existing Approver Empl ID	<input type="text"/>
Existing Approver User ID	<input type="text"/>
New Approver Business Unit	<input type="text"/>
New Approver Empl ID	<input type="text"/>
New Approver User ID	<input type="text"/>

**9. Action** - Select an appropriate action

- Add Expense Coordinator: This action sets up a new Expense Coordinator and can add Dept ID's to a current Expense Coordinators access. **Note: This access requires the Expense Signature Authority form to be completed and attached to this form using the attachment tab**
- ADD New User: Choose this to create a new account One does not already exist)
- Chartfield Change: This will update the users Chartfields only
- Supervisor Change: This will assign or change the user's supervisor
- Update User: This will update an existing user. Update any fields that apply to the user
- Remove User: This action will remove expense access for the user

**10. User Type** - Select one. **Note: This field indicates whether this is an employee or non-employee (non-employees would only have the Supervisor role to approve reports)**

**11. Employee ID** - Employee ID number, leave blank for Non-Employees

**12. User Name** - User's Full Name (First and Last)

**13. User Email** - This email should be the state email for the user. For non-employee's, please list their business email

**14. GL Business Unit** - Enter the Agency/Department GL Business Unit

**15. Business Unit Desc** - BU name – will default when prompt (magnifying glass) is selected based on GL Unit above

**16. Existing Approver Empl ID#** - Please click on the field prompt (magnifying glass) to see if there is an existing supervisor in VISION. If there is an existing approver, the employee ID number will populate the field

**17. Existing Approver User ID** - Please click on the field prompt (magnifying glass) if there was an Existing Approver EMPLID. If there is an existing approver, the employee ID number will populate the field






**18. New Approver BU** - Enter the business unit of the user's new approver

**19. New Approver Empl ID** - This is the employee ID number of the approver for the user in Section 1

**20. New Approver User ID** - Enter the new approver's full name (First and Last)

## Section 2 – Chartfield Information

**Section 2 - User Chartfield Information**

Fund	<input type="text"/>	
Program	<input type="text"/>	
Project SETID	<input type="text"/>	
Project	<input type="text"/>	
Class	<input type="text"/>	



This is the chartfield information that default into expense transactions.

- 21. Fund** - Enter the employee's default fund code. **Note: This is a required field**
- 22. Program** - Enter the employee's default program code, if needed
- 23. Project SETID** - Enter the business unit that corresponds to the project code. This field is required if using a project chartfield.
- 24. Project** - Enter the employee's default project code, if needed
- 25. Class** - Enter the employee's default class code, if needed



## Section 3 – Approver (Supervisor) Information

**Section 3 - Approver Information**



**Employee 1**

Employee ID	<input type="text"/>	
Employee Name	<input type="text"/>	
Existing Approver Employee ID	<input type="text"/>	
Existing Approver Name	<input type="text"/>	

**Employee 2**

Employee ID	<input type="text"/>	
Employee Name	<input type="text"/>	
Existing Approver Employee ID	<input type="text"/>	
Existing Approver Name	<input type="text"/>	

**Employee 3**

Employee ID	<input type="text"/>	
Employee Name	<input type="text"/>	
Existing Approver Employee ID	<input type="text"/>	
Existing Approver Name	<input type="text"/>	

Approver Information is required for adding a new user with Approver Security. Enter the names of the employees and their employee numbers of those the user will be approving expense transactions for. If this requires more than the 8 fields provided, another form must be submitted.

- 26. Employee ID** - Employee ID that the User in Section 1 will be approving expenses for
- 27. Employee Name** - Full name of employee that the User in Section 1 will be approving expenses for
- 28. Existing Approver Empl ID** - Click on the prompt (magnifying glass) for this field to see if there is an existing approver in VISION for employee listed in field above
- 29. Existing Approver Name** - Click on the prompt (magnifying glass) if there is a value in Existing Approver Empl ID field

Repeat the above steps for each employee the user will be supervising.

## Section 4 – Expense Coordinator Access

### Section 4 - Expense Coordinator Access Only

Attachment required (see instructions for more information)

From Dept ID

To Dept ID

**For Expense Coordinator Access ONLY** - Required for adding and updating Expense Coordinator Security.

**\*\*All Expense Coordinators will need to have the VISION Security Signature Authority Form completed and attached to this request using the “Attachment” tab. The form can be located on our Finance and Management webpage at: <http://finance.vermont.gov/forms/vision>**

**30. From Dept ID and To Dept ID:** Enter the Department ID or range of Department ID's that the expense coordinator will need access to when reviewing and approving expense reports, travel authorizations (review only), and cash advances. All State employees have a default Dept. ID based on their position. Expense coordinators can only see reports for the Dept. ID's that they are assigned to

If an Expense Coordinator should have access to all Department ID's type "ALL" in the More Information section below

If the expense coordinator needs multiple but not all Dept ID's, give the range here or indicate in the More Information section which Dept ID's the Expense Coordinator should have access to for approvals

To delete access to a Department ID type "Dept ID - delete" in the additional information section below

## Section 5 – More Information

**BULLETIN 3.4**  
As a condition of granting access to the Expense module, the Expense Coordinator certifies the above-named employee has been informed of the Agency of Administration Bulletin 3.4: Employee Travel and Expense Policy

More Information

Please add any notes, or any additional information here that will help us better understand your request and process this request efficiently.

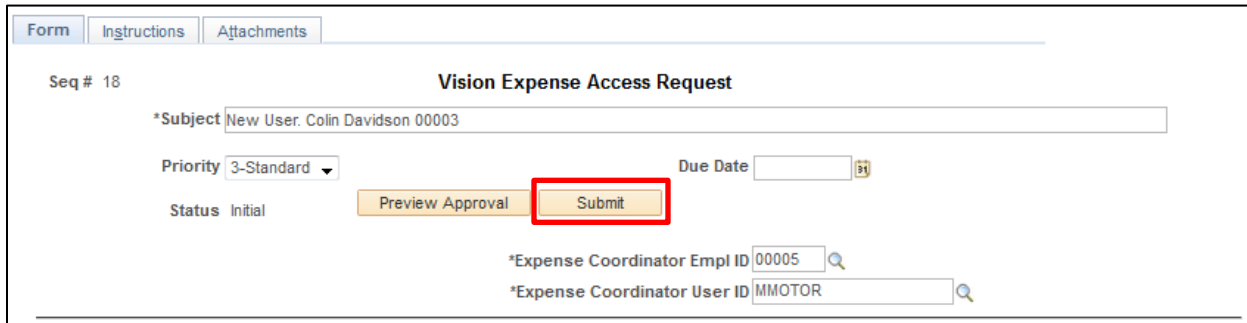


## Submit the Form

Double check the request to make sure that all fields contain the correct information and that all proper documentation is attached. This step is important because once a requester submits a request, they will not be able to access it again unless it is denied by VISION Support. Additionally, VISION Support cannot change any information that is entered by the requester so if anything is entered incorrectly or entered into the wrong fields, the request will be denied by VISION Support and sent back to the requester for correction and resubmission.

### 31. Click **Save**

The Preview Approval and Submit buttons become available at the top of the form:



The screenshot displays the 'Vision Expense Access Request' form. At the top, there are tabs for 'Form', 'Instructions', and 'Attachments'. The form includes the following fields and controls:

- Seq #**: 18
- \*Subject**: New User: Colin Davidson 00003
- Priority**: 3-Standard (dropdown menu)
- Due Date**: (calendar icon)
- Status**: Initial
- Buttons**: 'Preview Approval' and 'Submit' (the 'Submit' button is highlighted with a red box).
- \*Expense Coordinator Empl ID**: 00005 (with a search icon)
- \*Expense Coordinator User ID**: MMOTOR (with a search icon)

### 32. Click **Submit** - All requests will be handled by the date/time in which the requests are received. Processing times run anywhere from the same day to five business days

## Check the Form Status

Check the status of your requests by running the (VT\_EXPENSE\_SECURITY\_FORM) query. This query will provide you with the status of the request (approved or denied) so that you can view them to see if corrections are needed or not.

**Query Viewer**

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with

[Advanced Search](#)

**Search Results**

\*Folder View

Query	Personalize	Find	View All	First	1 of 1	Last																				
<table><tr><th>Query Name</th><th>Description</th><th>Owner</th><th>Folder</th><th>Run to HTML</th><th>Run to Excel</th><th>Run to XML</th><th>Schedule</th><th>Definitional References</th><th>Add to Favorites</th></tr><tr><td>VT_EXPENSE_SECURITY_FORM</td><td>Expenses Security Form</td><td>Public</td><td></td><td><a href="#">HTML</a></td><td><a href="#">Excel</a></td><td><a href="#">XML</a></td><td><a href="#">Schedule</a></td><td><a href="#">Lookup References</a></td><td><a href="#">Favorite</a></td></tr></table>	Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites	VT_EXPENSE_SECURITY_FORM	Expenses Security Form	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>	<a href="#">Favorite</a>						
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites																	
VT_EXPENSE_SECURITY_FORM	Expenses Security Form	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Lookup References</a>	<a href="#">Favorite</a>																	

Once a request for a new user is approved and processed, the user will receive an email from VISION Support containing their log in information.

## Reviewing denied forms from the Worklist

You may also review denied forms using the Worklist.

**WorkCenter navigation:** Travel and Expense WorkCenter > Links pagelet > Worklist

**Navigator Menu navigation:** Worklist > Worklist

The **Worklist** displays:

Worklist Items						Personalize	Find	View All			First	1-19 of 19	Last
From	Date From	Work Item	Worked By Activity	Priority	Link								
Lisa J Hickory	03/29/2019	Transaction Approved	Approval Workflow	3-Low	FormApproval 2492 VT EXP ACC 1900-01-01 N 0 Vision Expense Access Request Supervisor/Charfield Changes - 2108								
Danielle Brochu	05/01/2019	Transaction Approved	Approval Workflow	3-Low	FormApproval 4010 VT EXP ACC 1900-01-01 N 0 Vision Expense Access Request - 1984								
Danielle Brochu	05/01/2019	Transaction Denied	Approval Workflow	3-Low	FormApproval 4016 VT EXP ACC 1900-01-01 N 0 Vision Expense Access Request Charfields - 3390								

1. Click on the [link](#) to open the form

The **form** displays:

**Form** | **Instructions** | **Attachments**

Seq # 3390

**Vision Expense Access Request**

\*Subject

Priority

Due Date

Status Denied

\*Expense Coordinator Empl ID

\*Expense Coordinator User ID

2. Click **Approver Status**

The **Approver Status** page displays:

**Vision Expense Access Request**

Subject Chartfields

**Review/Edit Approvers**

1 **Vision Expense Access Request: 3390:Denied** [View/Hide Comments](#)

**Denied**  
Danielle Brochu  
Approver for Ex Security Form  
05/01/19 - 3:37 PM

**Comments**

OK

3. Click on the **View/Hide Comments** link or the **expand arrow**

The **Comments** box expands:

**Vision Expense Access Request**

Subject Chartfields

**Review/Edit Approvers**

1 **Vision Expense Access Request: 3390:Denied** [View/Hide Comments](#)

**Denied**  
Danielle Brochu  
Approver for Ex Security Form  
05/01/19 - 3:37 PM

**Comments**  
**Danielle Brochu at 05/01/19 - 3:37 PM**  
Hi Garret - This employee already holds these Chartfield(s).

OK

Questions on a form's status can be directed to VISION Support at [FIN.VisionSecurity@vermont.gov](mailto:FIN.VisionSecurity@vermont.gov)